

Missouri Department of
Elementary and Secondary Education



User Manager
User Manual

March 18, 2002, Version 1.0
Information Technology

Overview

User Manager is designed to facilitate the administration of security throughout all of DESE applications. The mission of this Web application is to improve the process of administering and maintaining security while providing more control and flexibility in making security assignments for your school district. This application gives school districts administration of their own users while allowing DESE Information Technology staff to manage security for the agency and districts as needed. The district will have the ability to add new users, change user information, grant access and revoke access.

The major objectives and benefits of this application include:

- Improved flexibility in maintaining users.
- Providing the ability to uniquely identify a person.
 - When adding a new user, the system will produce a warning if person already exists in DESE's employee database.
- Logon Verification
 - Enhance the current central logon
- Enhance the User Manager application
 - Provide advanced search capabilities (by name, user id, assignment, etc.).
 - Provide the ability to change a person's data, without losing the User ID that was used to audit data records.
- Enhance the Valid User ID's web page that lists all valid User ID's per district.
 - In addition to displaying the User ID, the User Group also needs to be displayed.
- The ability to routinely reset passwords.
- Ability to end date and identify an inactive user.
- Give School Districts the ability to maintain System Users and User Groups.
 - Allow Authorized Users to assign User ID's.
 - Allow Authorized Users to assign AGS System Users.
 - Allow Authorized Users to assign AGS Users to User Groups.

The system is functionally subdivided into the following processes: Main Login, User Search, User ID Maintenance and Valid User ID List. The Main Login page is the page every user will use to login to the DESE system. The User Search screen is used to find existing users by user id, last and/or first name. The User ID Maintenance page is for creating or updating users and assigning user roles. The Valid User ID List displays all valid users and their security roles for the applicable district.

DESE Web Login Page

DESE Web Applications

Application Information:


- Note: You will need Javascript enabled to use the DESE Web application system.
- [Downloadable Login Request Forms](#) (Added 06/11/01)
- [New browser standard](#) effective July 1, 2001 (Updated 9/5/01)
- [Technical notes to our users regarding the W32.Nimda.A@mm \(or readme.exe\) virus outbreak 9/18/01. Internet Explorer 6.0, Internet Explorer 5.50.4522.1800, Internet Explorer 5.0 and Web Accessibility for Users with Disabilities.](#) (Updated 09/20/01)
- [System Frequently Asked Questions](#)
- [Help](#)

Login Page

User Id:

Password:

For **forgotten or unknown user ids/passwords**, anyone else in your district with a user id can see a list of all valid user ids for their district on the 'Valid User IDs' web page. Send your questions to webreplyafst@mail.dese.state.mo.us or fax to Security Administrator, 573-526-4125. Please provide your name, school district name, and county-district code with your request.



Missouri Department of Elementary and Secondary Education
[Email: webreplyafst@mail.dese.state.mo.us](mailto:webreplyafst@mail.dese.state.mo.us)

The **DESE Web Applications Login** page is designed for access into the DESE Web Applications Menu. This page can be found at <http://k12apps.dese.state.mo.us/webapps/logon.asp>.

The *User Manager* header is common to most DESE WEB screens. It provides the standard look and feel of DESE systems. Clicking **Help** will open a window displaying the contents of this document.

Login Features

The page provides entry fields for your User ID and your Password. Both fields must be entered with valid information before access is allowed into the DESE system.

Login – After verifying user information entered on the User ID and Password, the **DESE Web Application Menu** page is opened.

Reset – Data must be entered again for access to the DESE system.

Logoff – Closes the DESE system for the current user. Resets user information entered on the User ID and Password fields

Public Applications – Opens the DESE system that is for public viewing without obtaining a User ID and Password.

The *User Manager* footer is common and provides the standard look and feel of all DESE systems. Clicking [e-mail link](#) will open Microsoft Outlook with the designated e-mail contact to create and send a message regarding any correspondence applicable to *User Manager*.

DESE Web Applications Menu Page

[Login Page](#)

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Application Menu

Administrative and Financial Services

- [Annual Secretary of the Board Report - District](#)
- [School Food Services](#)

School Improvement

- [DivInstr - Gifted Education Program System](#)
- [Data Collection](#)
- [Federal Grants Application](#)
- [LEP: 1999-2000](#)
- [TAG / VIDEO Application](#)
- [Technology Literacy Challenge Fund Application](#)

Special Education

- [Early Childhood](#)
- [PartB Application \(2001\)](#)
- [Sheltered Workshops Application](#)

Teacher Quality and Urban Education

- [RPDC Event Manager](#)
- [Sub. Cert](#)

Vocational and Adult Education

- [JTPA WIA-Training Provider List](#)
- [Perkins III Post-Secondary](#)
- [Perkins III Secondary](#)
- [Perkins III Tech Prep](#)

User Information

- [Change Password](#)
- [User Manager](#)

For **forgotten or unknown passwords**, or any other questions, please contact webreplyafsit@mail.dese.state.mo.us.

Audit ID: BWHITILE

Top of Page



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Email: webreplyafsit@mail.dese.state.mo.us

The **DESE Web Applications Menu** page is designed for access into the DESE Web Applications Menu. This page can be found at <http://k12apps.dese.state.mo.us/webapps/menulist.asp>.

The *User Manager* header is common to most DESE WEB screens. It provides the standard look and feel of DESE systems. Clicking **Login Page** will return you to the **DESE Web Applications Login** page. Clicking **Help** will open a window displaying the contents of this document.

Application Menu Features

The page provides a list of all DESE Web applications that the specific user is allowed to access. They are categorized according to the specific divisions within DESE. User Maintenance appears at the end of the list.

Clicking on any one of the names on the list will open the application for you.

The *User Manager* footer is common and provides the standard look and feel of all DESE systems. Clicking **e-mail link** will open Microsoft Outlook with the designated e-mail contact to create and send a message regarding any correspondence applicable to *User Manager*.

DESE User Manager Select District Page

DESE User Manager

[Logon/Logoff](#)
[Applications Menu](#)
[Help](#)

to the bottom

SELECT DISTRICT

District: -

Institution Type: PUBLIC

Starting Institution: [] List

<<Prev 100 Next 100>>

Institution Selection List: 001090 ADAIR CO. R-I

UserId Search Valid Ids

Audit ID: BWHITTLE

to the top

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The **DESE User Manager Select District** page is designed to access any DESE institution. This page is only permitted for designated DESE agency personnel. This page can be found at <http://k12apps.dese.state.mo.us/webapps/>.

The *User Manager* header is common to most DESE WEB screens. It provides the standard look and feel of DESE systems. Clicking **Logon/Logoff** will return you to the **DESE Web Applications Login** page. Clicking **Applications Menu** will return you to the **DESE Web Applications Menu** page. Clicking **Help** will open a window displaying the contents of this document.

Select District Features

The page provides the mechanism to select the desired district to maintain with the *User Maintenance* application.

Institution Type – You must select Charter (CHARTER), Higher Education (HIGHERED), Non-Public (NONPUBLIC), Public (PUBLIC), or DESE (STATEAGY).

Starting Institution – You can enter the number of the desired institution and press the List button. The selected institution will appear in the Institution Selection List.

Institution Selection List – You may choose the desired institution by selecting it from the drop-down box.


User Search and Valid IDs buttons – After selecting the desired institution, clicking on the User Search or Valid ID button will open the **User Search** or **Valid ID List** Web pages respectively.

The *User Manager* footer is common and provides the standard look and feel of all DESE systems. Clicking **e-mail link** will open Microsoft Outlook with the designated e-mail contact to create and send a message regarding any correspondence applicable to *User Manager*.

DESE User Manager User Search Page

DESE
User Manager

[Ligon/Logoff](#)
[Applications Menu](#)
[Help](#)

to the bottom

USER SEARCH
District: 001-090 ADAIR CO. R-I

Search ?

Include inactive employees? ☐ Yes

User ID

OR

Last Name First Name (opt)

OR

System

AND

User Role

Search

Desired employee was not found, so
[Add Employee](#)


For the checked employee


Show more employees

[User Id Maintenance >>](#)[Reset Password](#)[Prev](#)

Name	Birth Date	Removal Date	User ID
<input type="checkbox"/> WHITTLE, BERNADETTE M	1/1/01		RBISHOP

Audit ID: BWHITTLE

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The **DESE User Manager User Search** page is designed to locate a valid DESE user. This page can be found at <http://k12apps.dese.state.mo.us/webapps/>.

The *User Manager* header is common to most DESE WEB screens. It provides the standard look and feel of DESE systems. Clicking **Logon/Logoff** will return you to the **DESE Web Applications Login** page. Clicking **Applications Menu** will return you to the **DESE Web Applications Menu** page. Clicking **Help** will open a window displaying the contents of this document.

Search Features

This page is the first page accessed of the *User Manager* system. From here, you will select the desired maintenance feature including add a new user, editing an existing user or resetting a valid user's password. It also serves as a list of all persons located in the DESE database whether or not they have a User ID.

Question Mark - The question mark button noticed throughout the pages will directly take you to a help feature for the section you are inquiring.

Include inactive employees? – By selecting Yes, the list will be populated with both active and inactive employees for search capabilities.

User Id – If the current User ID is known, you may search by this without entering the last name of the user.

Last Name – Enter the last name of the DESE employee and/or user you wish to search for. A letter may be entered which will be the beginning of the list of all users beginning with that letter.

First Name (opt) – In order to narrow down the selections, you may choose to also enter the first name of the DESE employee and/or user you wish to search for.

System – To view all the valid users of a specific DESE system, you must choose a DESE system and the desired User Role you wish to view.

User Role - When viewing the valid users of a specific DESE system, the User Role must be selected in addition to the appropriate DESE system.

Search button – The search button will initiate the search function and populate the list box according to the above selections and entries.

List box

Add Employee – This button opens the **Employee Maintenance** page where a new DESE employee may be entered into the DESE database and then added as a DESE user. All DESE users must be entered into the database before creating and maintaining the user id and password. Following will be a section on adding a new employee.

User ID Maintenance – This button will open the **User ID Maintenance** page if editing a valid DESE user is desired. This button is only available if the desired employee is selected (checked) in the list box below.

Reset Password – This button will automatically reset a valid users' password to the assigned Mother's Maiden Name. This button is only available if the desired employee is selected (checked) in the list box below. ***Note: If the password is set to the Mother's Maiden Name, you will NOT be able to reset. It will only reset if the password is different than Mother's Maiden Name.***

Prev – Next Buttons – Clicking the Prev/Next buttons will navigate the user to the previous or next list of users. When the first user record is reached the Prev button will not display. When the last user record is reached the Next button will not display.

List box – This text area contains user's First Name, Middle Initial, Last Name, Birth Date Removal Date and User ID. A user may be selected by clicking the box left of the name and choosing the User ID Maintenance or the Reset Password button. The Removal Date is the date the User's authority was removed.

The *User Manager* footer is common and provides the standard look and feel of all DESE systems. Clicking [e-mail link](#) will open Microsoft Outlook with the designated e-mail contact to create and send a message regarding any correspondence applicable to *User Manager*.

DESE Employee Maintenance Page

Employee Maintenance

[Help](#)
[Applications Menu](#)
[Logon/Logoff](#)

Bottom of Page

County/District: DEPARTMENT OF ELEM AND SEC ED

Starting Employee Employees

Available Active Employees on file

WHITTLE, BERNADETTE M

List

Display

Add New Employee

- Employee Details -

Name (First,Middle,Last)

BERNADETTE

M

WHITTLE

Date Of Birth(MM/DD/YYYY)

1/1/01

Work Phone

573

522

6817

Ext

Mailing Address Line1

205 Jefferson Street

Mailing Address Line2

City

Jefferson City

State

MO

ZIP

65102

EMail Address

lbwhittle@mail.dese.state.mo.us

Summer Phone

573

522

6817

Ext

FAX

573

522

4125


Ext

Save

Return to User Search

Return to User ID Maint

Top of Page



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The *DESE Employee Maintenance* page is designed for creating and updating DESE employees. The page provides pertinent information of each employee. Security Administrators and designated DESE agency users will access this page from **DESE User Manager User Search** or **DESE User Manager User ID Maintenance** page.

The *User Manager* header is common to most DESE WEB screens. It provides the standard look and feel of DESE systems. Clicking **Logon/Logoff** will return you to the **DESE Web Applications Login** page. Clicking **Applications Menu** will return you to the **DESE Web Applications Menu** page. Clicking **Help** will open a window displaying the contents of this document.

Available Active Employees on File (this entire section is optional)

Starting Employee and List button – Enter employee's last name and click the List button. The drop down list will begin with the last name entered or the closest match.

Employees – Drop down list of valid employees.

Add New Employee button – Clicking this button will initiate the add employee functionality and clear the screen of any data.

Employee Details

Name - Enter first name, middle initial and last.

Date of Birth – Enter date of birth. This information is used to verify the employee.

Mailing Address Line 1 and 2 - Enter mailing address to which all correspondence should be sent.

City – Mailing or physical address of city to which all correspondence will be sent.

State – Enter correct state abbreviation – MO.

Postal Code – Enter a valid postal code.

E-mail Address - This data should be the e-mail address the user prefers to receive correspondence electronically.

Business Phone - This should be the business phone number of the specified user with the optional extension.

Fax -This number should be the fax number of the specified user with the optional extension.


Save - The Save button will update and store the new or modified data for the employee. During this process, the data will be examined with edit checks to verify that valid data has been entered. It is also used while entering information to avoid loss of data due to user error or disconnection to website because of a prolonged period without use. NOTE: DATA WILL NOT BE SAVED UNTIL THE SAVE BUTTON IS CLICKED.

Return to User Search and Return to User ID Maint buttons – After saving the desired employee, clicking on the Return to User Search or Return to User ID Maint button will open the [User Search](#) or [User ID Maintenance](#) Web pages respectively.


The *User Manager* footer is common and provides the standard look and feel of all DESE systems. Clicking [e-mail link](#) will open Microsoft Outlook with the designated e-mail contact to create and send a message regarding any correspondence applicable to *User Manager*.

DESE User Manager User ID Maintenance Page

(User Manager Main Page)

DESE
User Manager 

[Ligon/Logoff](#)
[Applications Menu](#)
[School District Selection](#)
[Help](#)

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bottom

USER ID MAINTENANCE

District: 777-888 DEPARTMENT OF ELEM AND SEC ED

Employee Information ?

Name:

BERNADETTE WHITTLE

E-Mail Address:

bwhittle@mail.dese.state.mo.us

Birth Date:

12/31/2999

Employee End Date:

Change Employee Details

User Information ?

User ID:

BWHITTLE

Mother's Maiden Name:

UNKNOWN

Begin Date:

3 1 2002

End Date:

12 31 2999

Password Change Date:

2/24/02

Security Admin?

N

Assignment Information ?

Current Assignment

777888 DEPARTMENT OF ELEM AND SEC ED

Change Assignment

Change only if building level assignment is needed

Authorized Roles ?

Roles Available
(Select all that apply)

ACES View
DESE Leadership Academy
DESE Sheltered Workshop Agent
GIFTED Program District Authorized Rep
Divlnstr Gifted Ed Program District Data Entry

Next >>

Select -->

-- Remove

Roles Permitted
(Select all that apply)

DC DESE Employee
Data Collection Development
DC DISTRICT DISPLY
DC DISTRICT SUBMIT
Data Collection Authorized Rep

Save

Cancel

Return To User Search

Audit ID: BWHITTLE

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The *DESE User Manager User ID Maintenance (User Manager Main Page)* page is designed for creating and updating users for DESE applications. The page provides pertinent information of each user as well as a place to update permitted security roles for each user. Security Administrators and designated DESE agency users will access this page from **DESE User Manager User Search** <http://k12apps.dese.state.mo.us/webapps/menulist.asp> accessed from the main logon page located at <http://k12apps.dese.state.mo.us/webapps/logon.asp>.

The *User Manager* header is common to most DESE WEB screens. It provides the standard look and feel of DESE systems. Clicking **Logon/Logoff** will return you to the **DESE Web Applications Login** page. Clicking **Applications Menu** will return you to the **DESE Web Applications Menu** page. Clicking **Help** will open a window displaying the contents of this document.

Employee Information

Question Mark - The question mark button noticed throughout the pages will directly take you to a help feature for the section you are inquiring.

Name – Displays the First, Middle and Last name of the selected employee.

E-mail Address: This displays the preferred e-mail address of the current user to receive correspondence electronically.

Birth Date – Displays the birth date of the designated employee.

Employee End Date – If the employee has been terminated, the termination date will appear here.

Change Employee Details – Executing this button will open the **Employee Maintenance** page. This page is used to maintain information of DESE employees. It is here that information must exist before maintaining a user's id and password.

User Information

Question Mark - The question mark button noticed throughout the pages will directly take you to a help feature for the section you are inquiring.

User ID: This is used as a unique name for the designated user. This name is generated by the system and cannot be edited. DESE Security Administrator must be contacted if any changes are desired for this assigned identification name.

Mother's Maiden Name: The maiden name of the user's mother must be entered as a temporary password and identification of the user.

Begin Date– The date that the designated user was created.

End Date– The date that the designated user was terminated.

Password Change Date– The date that the designated user's password was changed.

Security Admin?– Indicator that the designated user is a Security Administrator for the specified district. This field can only be access by designated DESE agency personnel.

Assignment Information

(DESE Security personnel only) This section is used for future expansion.

Authorized Roles

Question Mark - The question mark button noticed throughout the pages will directly take you to a help feature for the section you are inquiring.

Roles Available— Select the roles that are permissible for the current user. Selection is done by highlighting the role and then clicking the Select button. NOTE: DATA WILL NOT BE SAVED UNTIL THE SAVE BUTTON IS CLICKED.

Roles Permitted— Authorized roles are listed in the box for the current user. Unauthorized roles may be disassociated from the user by selecting the appropriate role and clicking the Remove button. Selection is done by highlighting the role. NOTE: DATA WILL NOT BE SAVED UNTIL THE SAVE BUTTON IS CLICKED.

Save - The Save button will update and store the new or modified data for the selected user. During this process, it will also examine the data with edit checks to verify that valid data has been entered. It is also used while entering information to avoid loss of data due to user error or disconnection to website because of a prolonged period without use. NOTE: DATA WILL NOT BE SAVED UNTIL THE SAVE BUTTON IS CLICKED.

Cancel - The Cancel button will close the screen WITHOUT saving or updating data. It will take you to the previously viewed screen

Return to User Search – After saving the desired employee, clicking on the Return to User Search button will open the **User Search** Web page.

Top of Page – Will locate the cursor to the top of the web page.

The *User Manager* footer is common and provides the standard look and feel of all DESE systems. Clicking **e-mail link** will open Microsoft Outlook with the designated e-mail contact to create and send a message regarding any correspondence applicable to *User Manager*.

DESE Valid User ID List

Valid School District Userids

[Logon/Logoff](#)
[Applications Menu](#)
[Help](#)

Valid User Id's

District: 777-888 DEPARTMENT OF ELEM AND SEC ED

Listed below are the names and user ids of people in your district who have been given access to one or more of the secured DESE WEB systems at the request of your district superintendent (for additional user ids contact your superintendent). Passwords for the user ids have been assigned in one of two ways:
1) If the person has a user id for the Federal Grants Application system, the password should be the same as the one being used for access to that system.
2) New users. Passwords are set to their mother's maiden name if it was provided to DESE as requested. If this maiden name was not provided, you will need to contact DESE as instructed below for assistance.

NOTE: The Federal Grants Application, and Substitute Teacher Certificate Request systems currently have their own login pages. Every effort is being made to keep the user ids in synch between all of the login pages while these two systems are changed over to the new central login which you used to get to this page.

Last	First	Middle	System/Role	User Id
------	-------	--------	-------------	---------

[Next](#)

[Return to Menu](#)

Audit ID: BWHITTLE

[Top of Page](#)

Missouri Department of Elementary and Secondary Education
Email: webreplyafst@mail.dese.state.mo.us

The **DESE Valid User ID's List** page is designed for a complete listing of all valid DESE Web users for the specified district. This page can be found at <http://k12apps.dese.state.mo.us/apps/>.

The *User Manager* header is common to most DESE Web screens. It provides the standard look and feel of DESE systems. Clicking **Logon/Logoff** will return you to the **DESE Web Applications Login** page. Clicking **Applications Menu** will return you to the **DESE Web Applications Menu** page. Clicking **Help** will open a window displaying the contents of this document.

User List Features

The page provides a list of all valid DESE Web users for a specific district. The list contains the user's Last, First and Middle Initial, the authorized systems and roles and their User ID. This is a list only and does not provide any functionality for maintenance. Any user maintenance functionality must be obtained from the **DESE User Manager User Search** page. All authorized DESE Web users may access this page from the **DESE Web Applications Menu**.

The *User Manager* footer is common and provides the standard look and feel of all DESE systems. Clicking **e-mail link** will open Microsoft Outlook with the designated e-mail contact to create and send a message regarding any correspondence applicable to *User Manager*.

DESE Change Password Page

DESE Web Applications

[Login Page](#)

Change Password Page

This 'Change Password' web page is being displayed because you either requested to change your password or you are being asked to change it. To change your password, follow these steps.

Step 1: Enter your current password into the 'Old Password' field. This is the password that you used to login to the previous page.

Step 2: Enter your new password into the 'New Password' field. This can be anything you want up to 12 letters or numbers, however it cannot be the same as the password you typed in the 'Old Password' field.

Step 3: Re-enter your new password into the 'Confirm Password' field. This will be the same password you typed into the 'New Password' field. This step will verify that the password is being changed correctly and not mistyped.

Step 4: Click the 'Update' button to complete the password change process. The new password will be the password you now use to login to the 'Central Logon' page and the Teachers Certification system.

Userid: RARNOLD

Old Password:

New Password:

Confirm Password:

Your new password cannot match your current password.

Missouri Department of Elementary and Secondary Education
Email: webreplyafsit@mail.dese.state.mo.us

The **DESE Change Password** page is designed to update or change a valid user's password. The system will automatically reset passwords every 90 days in which case the user must change his/her password. The new password cannot be the same as the current one. An error message similar to this will appear AFTER you successfully log in: "Password has expired, please change your password." You will then be directed to the **DESE Change Password** page. This page can be found at <http://k12apps.dese.state.mo.us/apps/>.

The *User Manager* header is common to most DESE Web screens. It provides the standard look and feel of DESE systems. Clicking **Logon/Logoff** will return you to the **DESE Web Applications Login** page. Clicking **Applications Menu** will return you to the **DESE Web Applications Menu** page. Clicking **Help** will open a window displaying the contents of this document.

Change Password Features

Old Password – This is your current password used to login on the **DESE Web Applications Login** page. It is an alphanumeric text containing 10 characters used as unique and confidential code for the designated user.

New Password – This is the password you would like to change to. It needs to be an alphanumeric text containing 10 characters used as unique and confidential code for the designated user. It cannot be the same as your current password.

Confirm Password – Characters should be re-entered as verification the desired code was entered.

The *User Manager* footer is common and provides the standard look and feel of all DESE systems. Clicking [e-mail link](#) will open Microsoft Outlook with the designated e-mail contact to create and send a message regarding any correspondence applicable to *User Manager*.

USER GROUP DESCRIPTIONS

<u>AGS USER GROUP</u>	<u>USER GROUP DESCRIPTION</u>
DATA COLLECTION Data Entry	District Enter/Edit/Save
DATA COLLECTION Authorized Representative	District Authorized Representative (submit)
DATA COLLECTION View Only	District View Only
MSIP Data Entry	District Enter/Edit/Save
MSIP Authorized Representative	District Authorized Representative (submit)
FED GRANTS Authorized Representative	District Authorized Representative (submit)
FED GRANTS Data Entry	District Enter/Edit/Save
FED GRANTS DESE Director	DESE Director
FED GRANTS DESE Finance Data Entry	DESE Enter/Edit/Save
FED GRANTS DESE Finance Director	DESE Finance Director
FED GRANTS DESE Grants Mgmt Data Entry	DESE Grants Mgmt Enter/Edit/Save
FED GRANTS DESE Supervisor	DESE Supervisor
FED GRANTS DESE View Only	DESE View Only
FED GRANTS Public View	Public View (Read Only)
FED GRANTS View Only	District View Only
GIFTED Authorized Representative	District Authorized Representative (submit)
GIFTED Data Entry	District Enter/Edit/Save
GIFTED DESE Admin	DESE Administrator (complete authority without revoke process)
GIFTED DESE Revoke	DESE Revoke (complete authority)
GIFTED Public Access	Public View (Read Only)
LEP Approval	District Approval (complete authority)
LEP Authorized Representative	District Authorized Representative (submit)
LEP Data Entry	District Enter/Edit/Save
LEP DESE Approval	DESE Approval
LEP DESE Data Entry	DESE Enter/Edit/Save
LEP Public Access	Public View (Read Only)
PERKINS DESE Director	DESE Approval (complete approval)
PERKINS DESE Supervisor	DESE Approval (without submit)
PERKINS Post-Secondary Authorized Representative	District Authorized Representative (submit)
PERKINS PostSecondary Data Entry	District Enter/Edit/Save
PERKINS Public Access	Public View (Read Only)
PERKINS Secondary Authorized Representative	District Authorized Representative (submit)
PERKINS Secondary District Data Entry	District Enter/Edit/Save
PERKINS TechPrep Authorized Representative	District Authorized Representative (submit)
PERKINS TechPrep Data Entry	District Enter/Edit/Save
RPDC Clerical staff or those entering data	RPDC Clerical Authority
RPDC Directors, Asst. Directors, Managers	RPDC Director Authority
RPDC Public access	Public View (Read Only)
SCHOOL FINANCE Authorized Representative	District Authorized Representative (submit)
SCHOOL FINANCE Data Entry	District Enter/Edit/Save
SCHOOL FINANCE DESE CONSULTANTS	DESE Consultants
SCHOOL FINANCE Director Authority	DESE Approval
SCHOOL FINANCE Payments	DESE Payments

SCHOOL FINANCE Public Access	Public View (Read Only)
SCHOOL FINANCE Secretary of Board	District Secretary of Board
SCHOOL FINANCE Superintendent	District Superintendent
SCHOOL FINANCE View Only	District View Only
SCHOOL FOODS Authorized Representative	District Authorized Representative (submit Application only)
SCHOOL FOODS Data Entry	District Enter/Edit/Save
SCHOOL FOODS DESE Data Entry	DESE Enter/Edit/Save
SCHOOL FOODS DESE Level 1 Approval	DESE Approval (without final approval)
SCHOOL FOODS DESE Level 2 Approval	DESE Final Approval
SCHOOL FOODS DESE Submit	DESE Submit
SCHOOL FOODS DESE View Only	DESE View Only
SCHOOL FOODS Submit	District Submit Claim
SCHOOL FOODS View Only	District View Only
SHELTERED WORKSHOP Manager	SW Authorized Representative (submit)
SHELTERED WORKSHOP Secretary	SW Enter/Edit/Save
SHELTERED WORKSHOP VR Counselor	SW Enter/Edit/Save
SHELTERED WORKSHOP VR Secretary	SW Enter/Edit/Save
SPEC ED EC Authorized Representative	District Authorized Representative (submit)
SPEC ED EC Data Entry	District Enter/Edit/Save
SPEC ED EC DESE Supervisor Level 1	DESE Approval (for budget only)
SPEC ED EC DESE Supervisor Level 2	DESE Approval (without final approval)
SPEC ED EC Director	DESE Approval (complete approval)
SPEC ED EC Public Access	Public View (Read Only)
SPEC ED PART B Approval	DESE Part B Director
SPEC ED PART B Authorized Representative	District Authorized Representative (submit)
SPEC ED PART B Data Entry	District Enter/Edit/Save
SPEC ED PART B Developer Test	DESE Developers
SPEC ED PART B Public Access	Public View (Read Only)
SPEC ED PART B View Only	District View Only
TAG Data Entry	District Enter/Edit/Save
TAG Public Access	Public View (Read Only)
TAG/VIDEO Authorized Representative	District Authorized Representative (submit)
TEACHER CERT Application Administrator	DESE authority
TEACHER CERT Authorized to both "save" and "submit"	District Authorized Representative (submit)
TEACHER CERT Authorized to submit data	District Authorized Representative (submit)
TEACHER CERT Data Entry	District Enter/Edit/Save
TEACHER CERT Director	DESE authority
TEACHER CERT Operators	DESE authority
TEACHER CERT Professional Conduct	DESE authority
TEACHER CERT Program Specialists	DESE authority
TEACHER CERT Reference Table maintenance	DESE authority
TEACHER CERT Reports	DESE authority
TEACHER CERT Substitute Certification	DESE authority
TEACHER CERT Supervisors	DESE authority
TEACHER CERT View Only	District View Only
TLCF Approval	District Authorized Representative (submit)
TLCF Data Entry	District Enter/Edit/Save

TLCF DESE Director	DESE Administrator (complete authority without revoke process)
TLCF DESE Display	DESE View Only
TLCF DESE Revoke	DESE Revoke (complete authority)
TLCF DESE Supervisor	DESE Submit (without approval)
TLCF Public Access	Public View (Read Only)
TLCF Reader	DESE authority for WEB only
USER MANAGER Administrator	District Enter/Edit/Save
USER MANAGER DESE Adminisrator	DESE Enter/Edit/Save
USER MANAGER View Only	District/DESE View Only
VIDEO Data Entry	District Enter/Edit/Save
VIDEO Public Access	Public View (Read Only)